

APPLICATION INSTRUCTIONS

Thank you for your interest in the Land Bank Program. If you have selected a property that you intend to purchase for redevelopment, consider the following:

- 1) **You must have the funding for the project in place at the time of the application.**
This includes the funds for the property purchase, plus the new construction or rehab. This can be in the form of a commitment letter from a financial institution or a personal bank statement.
- 2) **You will be expected to complete the project within the following timeframes:**

New construction – 6 months to start, 18 months to complete (multiple scattered site projects are negotiable)

Rehabilitation – 60 days to correct all exterior code violations, 180 days to complete
- 3) **You or your hired contractor must have experience with a similar-type project.**
You will be required to provide before and after pictures of past projects.

If you feel that you can meet these three requirements, please complete the **PERSONAL INFORMATION** section of the application. Attach an explanation of past code enforcement violation or tax delinquencies.

PROJECT INFORMATION: Fill in the parcel numbers and addresses of all parcels involved with your project (that you will be purchasing from the city). Select the type of development that you will be completing in your proposed project (check the far left box, i.e., commercial new construction). Then complete all of the details under that heading. It is very important for us to know the amount that you will be investing and the final value of the project.

If you are not doing the construction yourself, complete the Contractor name and address.

FINANCING: Check which source of funding you will be providing. Attach verification documentation

To also include with your application:

1-page summary of your project: Detail type of project, description of building/rehabilitation.

Site plan: We want to see how the building footprint will fall on the lot.

Drawing/photo of project: What will the building look like, include landscaping if possible

Before/after photos of prior projects: We need photos of 2 similar prior projects completed by yourself or your contractor (please include addresses).

Application Fee: \$50 for commercial project, \$25 for residential. If there is more than one parcel on an application, the application fee will not be higher. Make the check payable to Columbus City Treasurer and submit with your completed application.

Description of Energy Efficiencies/Green Construction – write a page describing any energy efficiencies you will be adding to your construction/rehab. In a competitive situation, additional points will be granted to those projects that demonstrate the highest number of elements in this category

After you have completed your application to the best of your ability, schedule a meeting with our staff by calling 645-LAND (5263). At this meeting we will review your application and advise you as to whether this project meets our principles and guidelines for development on the site that you are proposing. Note: You will be expected to present a check for the price of the property, plus a \$35 recording fee at the closing, made to Columbus City Treasurer.